

SUPPORT SERVICES COMMITTEE
COUNTY ADMINISTRATOR AGENDA
DECEMBER 2, 2015

Committee Members: Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber

- I. Committee meeting called to order by Chairman
 - II. Motion to approve the minutes of the prior meeting
 - III. Action Agenda/New Business Items:
 1. Renewal of mail pickup and sorting services with Mailings Made Easy, Inc.
 2. Proposed revisions to Warren County Workplace Violence Prevention Plan and Program.
 - IV. Referrals/Pending Items:

None.
 - V. Discussion Items:

None.
 - VI. Privilege of the Floor to discuss any additional items to come before the Committee
 - VII. Motion to adjourn
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Attachments:

1. Proposal of Mailings Made Easy, Inc.
2. Proposed revisions to Workplace Violence Prevention Plan and Program.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Administrator

DATE: 12/2/2015

- (a) Is this a Result of a Bid or Request for Proposal? **Bid**
- (b) Purpose of Contract: **Mail Pickup and Sorting Services**
- (c) Name of Contractor: **Mailings Made Easy, Inc.**
- (d) Address of Contractor: **80-82 Warren St., Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Pamela J. Vogel
(518) 793-6785**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **January 1, 2016**
- (h) Termination Date of Contract: **December 31, 2018**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Weekly**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A 448.00 Inventory-Mail**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

CHANGES IN MAIL PICKUP AND SORTING SERVICES
WITH MAILINGS MADE EASY, INC.

<u>Item:</u>	<u>Current Price:</u>	<u>Proposed Price:</u>
1.) Auto-Sort 3 Digit (Discounted pricing for the first 3 digits of zip code)	\$0.045	\$0.046
2.) Auto-Sort AADC (Charge for Barcoding)	\$0.043	\$0.046
3.) Handling Charge (Daily 1st Class Mail)	\$0.06	\$0.08
4.) Post, Sort & Tray (Handling pre-sort 1 st Class Mail)	\$0.02	\$0.04
5.) Pickup/Delivery-WK	\$25.00	\$30.00

**WARREN COUNTY
BID TABULATION SHEET**

<p>BID NO: WC 67-15</p> <p>ITEM(S): MAIL PICK-UP AND SORTING SERVICES FOR A DISCOUNT - WARREN COUNTY</p> <p>DATE: OCTOBER 29, 2015</p> <p>TIME: 3:00 PM</p>	<p>NAME & ADDRESS OF BIDDER</p>
	<p>Mailings Made Easy, Inc. Attn: Pam Vogel 80-82 Warren St. Glens Falls, NY 12801 Ph: 518-793-6785 Fax: 518-743-0664</p>
<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>
<p>#1) SORTING</p>	<p>See Proposal for Price breakdown for First-Class Mail.</p>
<p>Percentage of postage savings after sort/piece handled:</p>	<p>40%/ piece</p>
<p>#2) Optional Pick-up Price: per week for daily pick-up at Warren County Municipal Center Mailroom-Monday through Friday at 2:15 pm with no holidays or weekends</p>	<p>\$30.00/week</p>
<p>#3) Postage Rate:</p>	<p>See Proposal</p>
<p>Comments:</p>	<p>#1-Sorting savings remains at 40% of savings differential. #2-Pick-up time based on USPS submission deadline. #3-Postage rate information (current) provided on attached; postage rates are subject to change (increase or decrease) By USPS.</p>
<p>BID AWARDED TO:</p>	<p>Term: January 1, 2016 through December 31, 2018</p>
<p>JULIE A. BUTLER, PURCHASING AGENT</p>	

SPECIFICATION NO.: WC 67-15

ITEM: MAIL PICK-UP AND SORTING SERVICES
FOR A DISCOUNT - WARREN COUNTY

DATE: THURSDAY, OCTOBER 29, 2015

TIME: 3:00 P.M. PLACE: HUMAN SERVICES BLDG

PROPOSAL

PROPOSAL OF: Mailings Made Easy, Inc
Company

TO: Julie A. Butler, Purchasing Agent
Warren County Human Services Building, 3rd Floor
1340 State Route 9
Lake George, NY 12845

The undersigned having carefully examined the site of work, being familiar with existing conditions, and having carefully examined the specifications covering the service of mail sorting and pick-up services, will provide all necessary machinery, tools, apparatus, labor and other means of service and do all the work and furnish all the materials called for by said contract, including optional pick-up of all mail at the site noted according to the specifications:

#1) SORTING:

Cost of sort per piece handled: \$ See Attached /piece

Percentage of postage savings after sort per piece handled: % 40 /piece

#2) OPTIONAL PICK-UP PRICE: per week for daily pick-up at Warren County Municipal Center Mailroom - Monday through Friday at 2:15 pm. with no holidays or weekends.

\$ 30 /week

#3) POSTAGE RATE: Please attach to your proposal, a list of any and all rates, by size and/or weight of mail along with other services, complete with pricing. Warren County cannot accept prices after the bid opening.

See Attached

COMMENTS: ^{#1} Sorting savings remains at 40% of savings differential. #2 Pick-up time based on USPS submission deadline. #3 Postage rate information, ^(current) provided on attached ^{Postage} rates are subject to change (increase or decrease) by USPS.

The aforementioned bid prices shall include all labor, equipment, overhead, profit, insurance, etc., to cover the finished work.

The Bidder understands that the owner reserves the right to reject any and/or all bids and waive any informalities in the bidding, and agrees to not withdraw his bid for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids.

The Bidder agrees that his bid, if accepted, may be extended, according to these specifications written agreement of both parties.

The Bidder represents that the above charges are all charges for the services requested in specifications.

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TIME: 3:00 P.M. PLACE: HUMAN SERVICES BLDG

DATE: Oct. 27, 2015 FEDERAL ID #: 16-1517973

NAME OF FIRM: Mailings Made Easy, Inc

BUSINESS ADDRESS (PRINTED): 80-82 Warren St. Glens Falls, NY
12801

SIGNATURE OF BIDDER: Pamela J. Vogel

NAME OF BIDDER (PRINTED): Pamela J. Vogel

TITLE: Owner - President TELEPHONE NO.: 518 793 6785

FAX NO.: 518 743-0664 E-MAIL: mailings made easy@aol.com

The attached Corporate Resolution, Bidder Certification and Iran Divestment Act Certification must be completed and signed and made a part of the Bid Proposal.

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DATE: THURSDAY, OCTOBER 29, 2015

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REFERENCE SHEET

All bidders must complete this form providing five (5) references of past performance. References must have had dealings with the bidder within the last 36 months. The County reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the bidder before the actual award of this bid and/or contract.

BIDDERS NAME: Mailings Made Easy, Inc
 REFERENCE NAME: Glens Falls National Bank
 ADDRESS: 250 Glen St. Glens Falls, NY 12801
 TELEPHONE: (518) 415 4624
 CONTACT PERSON: Jane Maday

 BIDDERS NAME: Mailings Made Easy, Inc
 REFERENCE NAME: Glens Falls Hospital
 ADDRESS: 100 Park Street Glens Falls, NY 12801
 TELEPHONE: (518) 926-2683
 CONTACT PERSON: Greg Bussing

 BIDDERS NAME: Mailings Made Easy, Inc
 REFERENCE NAME: Washington County
 ADDRESS: 383 Broadway Ft Edward NY 12828
 TELEPHONE: (518) 746 2590
 CONTACT PERSON: Sue Zocchi

 BIDDERS NAME: Mailings Made Easy, Inc
 REFERENCE NAME: Hudson Headwaters Health Network & Foundation
 ADDRESS: 9 Carey Rd, Queensbury NY 12804
 TELEPHONE: (518) 761 0300
 CONTACT PERSON: Howard Nelson

 BIDDERS NAME: Mailings Made Easy, Inc
 REFERENCE NAME: Demattos Insurance Agency
 ADDRESS: 158 Ridge St PO Box 2022 Glens Falls NY 12801
 TELEPHONE: (518) 79 8 0057
 CONTACT PERSON: Tony DeMattos

SPECIFICATION NO.: WC 67-15

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CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 196, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

Individual Bidder

Co-Partnership

By _____
Partner

By Mailings Made Easy, Inc.
Corporation

By Patricia J. Vogel
President

SPECIFICATION NO.: WC 67-15

ITEM: MAIL PICK-UP AND SORTING SERVICES FOR A DISCOUNT - WARREN COUNTY

DATE: THURSDAY, OCTOBER 29, 2015

TIME: 3:00 P.M. PLACE: HUMAN SERVICES BLDG

CORPORATE RESOLUTION

RESOLVED that Mailings Made Easy, Inc.
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

mail pick-up and sorting services for a discount -
(Title of Project) Warren County (WC 67-15)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by _____

Mailings Made Easy, Inc. Corporation at a meeting of its Board of Directors held on the 27th Day of October, 2015, and is still in force and effective on this 27th Day of October, 2015.

Samuel J. Vogel
President + SECRETARY
(Signature)

(SEAL OF CORPORATION)



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies; under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Pamela J. Vogel, being duly sworn, deposes and says that he/she is the President - Secy of the Mailings Made Easy, Inc.

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Pamela J. Vogel
SIGNED

SWORN to before me this

27th day of OCTOBER

2015

Notary Public: Alison L. McClenahan

ALISON L. McCLENAHAN
Notary Public, State of New York
Warren County No. 04MC6148837
Commission Expires June 20, 2018

USPS

	Zone ¹								
	Local, 1 & 2	3	4	5	6	7	8	9	
Letter ²	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50
Letter with signature ²	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60	4.60
Flat ³	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50
Flat with signature ³	5.35	5.35	5.35	5.35	5.35	5.35	5.35	5.35	5.35

1. Impb Noncompliant Fee \$0.20 per piece.
2. Maximum weight—letters 3 ounces.
3. Maximum weight—flats 13 ounces.

*** First-Class Mail**
COMMERCIAL LETTERS & CARDS

Weight Not Over (ounces)	Automation ¹				MachInable	NonmachInable
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ² (B3, B9, D5)	(Broken out separately on Postage Statement)
1	\$0.391	\$0.416	\$0.416	\$0.439	\$0.471	\$0.689
2	0.391	0.416	0.416	0.439	0.471	0.689
3	0.651	0.676	0.676	0.699	0.731	0.949
3.5	0.781	0.806	0.806	0.829	0.861 ³	1.079
Postcard ⁴	0.260	0.275	0.275	0.284	0.295	-

1. Subtract \$0.003 for each automation letter/card that complies with the Full-Service Intelligent Mail option requirements.
2. Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the nonmachinable prices.
3. The maximum weight for machinable letter preparation is 3.3 ounces.
4. The card price applies to each single or double postcard when originally mailed; reply half of double postcard-sized mailpiece must be designed for reply mail purposes only.

Residual Single-Piece Letters			Single Piece—Letter Prices				
Weight Not Over (Ounces)	(B5 or B7)	Cross reference to PS Form 3600-FCM	Weight Not Over (Ounces)		Cross reference to PS Form 3600- FCM	Pieces from STD Mail	
						Weight Not Over (Ounces)	(B8 and B11)
1	\$0.50	B5	1	\$0.485	B4, B7, B10, B18, D6, D13	1	\$0.49
2	0.50	B5	2	0.705	B6, B7, B10, B19, D6	2	0.71
3	0.925	B7	3	0.925	B7, B10, B19, D6	3	0.93
3.5	1.145	B7	3.5	1.145	B7, B10, B19, D6	3.5	1.15

*B12 Should be completed each time there are prices claimed in line B9. Nonmachinable Surcharge \$0.218 (B12)
**B13 Should be completed each time there are prices claimed in lines B10 or B11. Nonmachinable Surcharge \$0.220 (B13)

Note: All references to B and D lines are cross references to PS Form 3600-FCM.

First-Class Mail

ALTERNATE POSTAGE LETTERS AND POSTCARDS¹

Maximum Weight (ounces)	Alternate Postage Letters	Alternate Postage Postcards
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USPS Postal Rates
Effective May 31, 2015



First-Class Mail® Retail

Weight Not Over (oz.)	Single Piece				
	Postcards	Stamped Letters	Metered Letters	Flats	Parcels
1	\$0.35	\$0.49	\$0.485	\$0.98	\$2.54
2		0.71	0.705	1.20	2.54
3		0.93	0.925	1.42	2.54
3.5		1.15	1.145		
4		—		1.64	2.74
5		—		1.86	2.94
6		—		2.08	3.14
7		—		2.30	3.34
8		—		2.52	3.54
9		—		2.74	3.74
10		—		2.96	3.94
11		—		3.18	4.14
12		—		3.40	4.34
13		—		3.62	4.54

First-Class Mail® International Retail Postcards

Destination Country	Postage Rate
Canada	\$1.20
Mexico	1.20
All Other Countries	1.20

First-Class Mail® International Retail Letters

Weight Not Over (oz.)	Price Groups			
	Canada	Mexico	3-5	6-9
1	\$1.20	\$1.20	\$1.20	\$1.20
2	1.20	1.79	2.21	2.06
3	1.67	2.38	3.24	2.92
3.5	2.16	2.97	4.27	3.78

First-Class Mail® International Retail Flats

Weight Not Over (oz.)	Price Groups			
	Canada	Mexico	3-5	6-9
1	\$2.38	\$2.38	\$2.38	\$2.38
2	2.60	3.09	3.36	3.31
3	2.82	3.78	4.32	4.22
4	3.02	4.49	5.30	5.13
5	3.24	5.20	6.28	6.06
6	3.46	5.89	7.24	6.97
7	3.68	6.60	8.22	7.90
8	3.90	7.31	9.20	8.81
12	4.98	8.81	11.14	10.72
16	6.06	10.33	13.10	12.61
20	7.14	11.85	15.04	14.50
24	8.22	13.37	16.98	16.39

For mail piece above 24 oz. consult International Mail Manual Individual Country Listings

Priority Mail® (Retail)

USPS Tracking for Priority Mail is FREE.

Flat-Rate Envelope	\$ 5.75
Legal Flat Rate Envelope	\$ 5.90
Padded Flat Rate Envelope	\$ 6.10
Small Flat-Rate Box	\$ 5.95
Regular/Medium Flat-Rate Box	\$12.65
Large Flat-Rate Box to Domestic Address	\$17.90
Large Flat-Rate Box to APO/FPO Address	\$15.90

Weight Not Over (lbs.)	Zone							
	Local 1 - 2	3	4	5	6	7	8	9
1	\$5.75	\$5.85	\$6.00	\$6.15	\$6.40	\$6.65	\$7.15	\$8.35
2	5.95	6.35	7.05	9.00	9.75	10.55	11.55	13.50
3	6.70	7.70	8.85	10.80	12.20	13.10	15.50	18.10
4	7.55	9.00	10.15	14.25	15.65	16.75	18.65	21.80
5	8.95	9.95	11.30	16.20	17.80	19.20	21.55	25.20
6	9.60	10.80	12.10	18.00	20.00	21.55	24.30	28.45
7	10.20	11.70	13.05	20.05	22.15	24.20	27.35	32.00
8	10.95	12.35	13.60	21.80	24.30	26.75	30.60	35.80
9	11.45	12.70	14.10	23.00	26.45	28.90	34.05	39.85
10	12.15	12.75	14.35	24.95	28.55	31.80	37.10	43.40
11	13.00	13.25	14.50	26.90	30.65	35.10	40.70	48.05
12	13.40	13.65	14.70	28.85	33.35	37.95	43.70	51.55
13	13.55	14.00	14.90	30.50	35.80	39.45	45.30	53.40
14	13.75	14.40	15.10	32.40	37.80	41.70	47.55	56.10
15	14.00	14.85	15.30	34.30	39.40	42.60	48.85	57.65
16	14.80	15.90	16.80	36.20	41.65	44.95	51.60	60.85
17	15.55	16.90	18.30	38.10	43.75	47.35	54.30	64.05
18	16.30	17.90	19.80	39.95	46.05	49.65	57.05	67.35
19	17.05	18.90	21.30	41.05	46.95	50.70	58.25	70.50
20	17.80	19.90	22.80	41.75	48.10	52.55	60.95	73.75
21	18.55	20.90	24.30	42.35	48.90	53.40	62.35	76.05
22	19.30	21.90	26.30	43.35	50.00	54.70	63.85	77.90
23	20.05	22.90	28.30	44.10	50.90	55.75	65.00	79.30
24	20.80	24.15	30.30	45.05	51.95	57.15	66.60	81.25
25	22.20	27.00	33.80	45.80	52.65	58.60	67.70	82.60
26	22.60	27.25	34.95	46.75	53.95	60.05	69.85	85.20
27	23.25	27.65	36.00	47.65	54.70	61.45	72.45	88.40
28	24.00	28.05	37.05	48.85	55.45	62.85	75.20	91.75
29	24.70	28.30	38.00	49.55	56.40	64.30	77.20	94.20
30	25.45	28.70	38.90	50.25	57.95	65.75	78.90	96.25
31	26.20	29.00	39.50	50.90	58.80	67.15	80.50	99.00
32	26.50	29.60	40.20	51.50	59.55	68.60	82.10	101.00
33	26.90	30.45	41.20	52.15	60.70	70.05	83.65	102.90
34	27.15	31.25	42.20	53.25	62.10	71.50	85.25	104.85
35	27.45	32.00	42.80	54.40	63.80	72.90	86.65	106.60
36	27.75	32.90	43.35	55.60	65.45	73.90	88.15	108.40
37	28.05	33.50	44.00	56.60	67.10	74.85	89.60	110.20
38	28.30	34.35	44.55	57.70	69.00	75.75	91.05	112.00
39	28.60	35.10	45.10	58.90	70.65	77.70	92.40	113.65
40	28.95	35.85	45.70	60.15	71.80	79.45	93.70	115.25

Priority Mail Express™ (Retail)

Flat-Rate Priority Mail Express Envelope	\$19.99
Legal Flat Rate Priority Mail Express Envelope	\$19.99
Padded Flat Rate Priority Mail Express Envelope	\$19.99
Flat Rate Priority Mail Express Boxes	\$44.95

Weight Not Over (lbs.)	Zone							
	Local 1 - 2	3	4	5	6	7	8	9
0.5	\$16.95	\$21.25	\$23.70	\$25.75	\$27.55	\$29.25	\$31.20	\$38.05
1	17.95	23.95	28.85	32.30	33.45	35.50	36.60	44.65
2	19.15	25.55	31.45	35.20	36.65	38.80	40.15	49.00
3	20.05	26.75	35.35	40.50	42.25	44.75	46.00	56.10
4	21.35	28.50	37.70	45.80	47.60	50.40	51.75	63.15
5	24.00	32.00	40.20	49.00	53.50	56.05	57.55	70.20

For weights above 5 lbs. refer to Domestic Mail Manual 113.1.3 of the Mailing Standards of the United States Postal Service.

Extra Services (Fees in addition to postage)

Registered Mail™

When you're sending valuable or irreplaceable items through the mail

Declared Value for Articles Covered by Postal Insurance	
\$0.00	\$12.20
\$0.01 to \$100.00	\$13.00
\$100.01 to \$500.00	\$15.15
\$500.01 to \$1,000.00	\$16.75

For higher values and additional information, consult local Postmaster.

Certified Mail™

Receive a date stamped receipt

Fee, per item, in addition to postage and other fees	\$3.45
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Extra Services (Fees in addition to postage)

Certificate of Mailing

When you need to verify that you mailed a letter or package

Individual Pieces	Fee
Basic and Duplicate Copy	\$1.35
Firm Book Mailing	0.38
Bulk Quantities	
For first 1,000 pieces (or fraction thereof)	\$7.95
Each additional 1,000 pieces (or fraction thereof)	0.99

USPS Tracking

Track mail via the web

Signature Confirmation™

Track mail via the web

Service	Fee	Service	Fee
Priority Mail		Priority Mail	
Retail	\$0.00	Retail	\$3.00
Electronic	0.00	Electronic	2.45
Package Services		Package Services	
Retail	\$0.00	Retail	\$3.00
Electronic	0.00	Electronic	2.45
Standard Mail		Parcel Select	
Electronic	\$0.36	Electronic	2.45
Select Parcel			
Electronic	\$0.00		

Return Receipt (in conjunction with another service)

Provides proof of delivery

Service	Fee
Requested at time of mailing (Green Card).....	\$2.80
Requested at time of mailing (electronic)	1.40

Highlighted = typical Billing items for Warren Co.
 Note: Auto Sort Pricing based on postage differential.

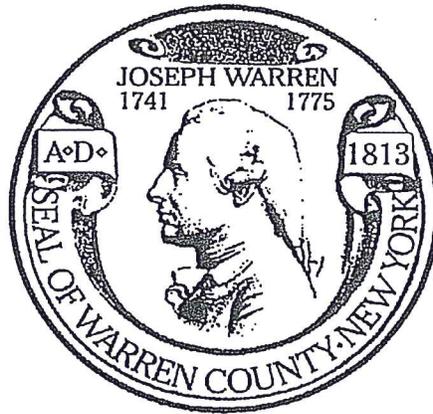
MAILINGS MADE EASY, INC.
 Item Price List
 October 27, 2015

8:58 AM
 10/27/15

Item	Description	Preferred Vendor	Price
A3/1	AUTO-SORT 3-DIGIT		0.046
A3/2	AUTO-SORT 3-DIGIT/2		0.09
A3/3	AUTO-SORT 3-DIGIT/3		0.135
A5/1	AUTO-SORT 5-DIGIT		0.06
A5/2	AUTO-SORT 5-DIGIT/2		0.105
A5/3	AUTO-SORT 5-DIGIT/3		0.15
AB/1	AUTO-SORT AADC		0.046
AB/2	AUTO-SORT AADC/2		0.088
AB/3	AUTO-SORT AADC/3		0.133
AB2	AUTO-SORT MXD AADC		0.03
AB2/2	AUTO-SORT MXD AADC/2		0.075
AB2/3	AUTO-SORT MXD AADC/3		0.12
AIP	COMPUTER INPUT-ADD'L LINE		0.05
AP	AUTO-SORT PRESORT		0.016
AP/2	AUTO-SORT PRESORT/2		0.061
AP/3	AUTO-SORT PRESORT/3		0.106
ASP	AUTO-SORT SINGLE PIECE		0.01
	BUSINESS REPLY-ANNUAL FEE		175.00
	BUSINESS REPLY RETURN		0.95
C	COLLATE		0.05
COURIER	COURIER SERVICE		7.00
F	FOLD		0.04
H1	HANDLING CHARGE		0.08
H2	SPECIAL HANDLING FLATS		0.09
I	INSERT		0.04
IMPORT	IMPORT LIST/CASS CERTIFY		0.04
INKJET	INKJET ADDRESS/BARCODE		0.04
IP	COMPUTER INPUT		0.20
L	APPLY ADDRESS LABELS-CONTINUOUS		0.02
	APPLY ADDRESS LABELS- LASER		0.07
	MERGE LETTER		0.30
	INSERT-NAME MATCH		0.08
MISC	MISC-		0.02
	FED EX CHARGES		0.02
P	APPLY POSTAGE		0.02
S	SEAL ENVELOPES		0.03
	SORT, TIE & SACK		0.04
STS	POST-SORT & TRAY		0.06
STT	TABBING-INCL TAB		0.04
TAB	POSTAGE-AUTO-5 DIGIT		0.06
35	POSTAGE-AUTO-3 DIGIT		0.391
374	POSTAGE-AUTO-AADC		0.374
374A	POSTAGE-3RD CLASS		0.374
3C	POSTAGE-AUTO-MXDAADC		0.089
404	POSTAGE-AUTO-PRESORT		0.404
424	POSTAGE -FIRST CLASS		0.424
45			0.485
	Bad Check Charge		0.00
	Bounced Check		0.00
FUEL	FUEL SURCHARGE		1.00

MAILINGS MADE EASY, INC.
Item Price List
October 27, 2015

Item	Description	Preferred Vendor	Price
PDS100	PICKUP/DELIVERY-WK		100.00
PDS25	PICKUP/DELIVERY-WK		30.00
PDS35	PICKUP/DELIVERY-WK		40.00
PDS45	PICKUP/DELIVERY-WK		50.00
PFCSTOP	PICKUP-PER STOP		6.00
PUD10	PICKUP/DELIVERY TO PO		10.00
PUD20	PICKUP/DELIVERY TO PO-OUTSIDE		20.00
PUD5	PICKUP/DELIVERY TO PO-SMALL		10.00
RES*	POSTAGE-RESIDUAL		0.105



Warren County

Workplace Violence Prevention Plan and Program

Date Last Adopted: R174, 3-16-2012

Warren County

Workplace Violence Prevention Plan and Program

Section 27-b of the New York State Labor Law requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a workplace violence evaluation or risk evaluation at each worksite and to develop and implement programs to prevent and minimize workplace violence caused by assaults and homicides. The Law is designed to ensure that the risk of workplace assaults and homicides are regularly evaluated by public employers and that a workplace violence protection program is implemented to prevent and minimize the hazard to public employees.

The workplace evaluations must identify factors which may place the workforce at risk to occupational assaults or homicides. The results of the evaluation and the risk factors found are to be shared with employees initially and annually thereafter.

I. Board of Supervisors Policy Statement:

Warren County is committed to providing a safe workplace for our employees. We recognize that workplace violence presents a serious occupation safety hazard for workers. Therefore, Warren County has developed and shall implement this workplace violence prevention plan and program.

II. Defining Workplace Violence:

A. In accordance with Section 27-b of the New York State Labor Law and for the purpose of this workplace violence prevention plan, **workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting within Warren County.**

The workplace violence prevention plan has been developed to address three distinct types of Workplace Violence threats:

- **Type 1 Threat:** Physical assault, threatening behavior or verbal abuse by an assailant with no known legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.
- **Type 2 Threat:** Physical assault, threatening behavior or verbal abuse by a recipient of a service provided by the County.
- **Type 3 Threat:** Physical assault, threatening behavior or verbal abuse by a current or former worker, supervisor or manager, or another person who has some employment-related involvement with the County, such as a worker's spouse or lover, a worker's relative or friend or another person who has a dispute with one of our employees.

B. Workplace violence may include threats in the following specific situations or when made in person, in writing, by telephone or electronic communication:

- Non-specific threats of violence by employee
- Specific threats of violence by employee
- Threats of violence directed against an employee by a non-employee
- Violent confrontation by a spouse or significant other with an employee over a personal/domestic dispute

- Threats or threatening conduct by disgruntled or ex-employees
- Violent altercations between two employees or employee and supervisor
- Multiple assaults by intruder

C. Typical warning signs of potentially violent individuals may include:

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility, extreme agitation; making ominous threats such as: "bad things will happen" to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance, irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in County policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

III. Workplace Violence Prevention Risk Evaluation:

Warren County has performed "risk evaluations" of certain facilities identified in article V(f) as a means of inspection of workplaces to determine the presence of existing or potential hazards that might place employees at risk from physical assault, threatening behavior or verbal abuse. Warren County will be performing additional "risk evaluations" of the facilities so denoted in V(f). The County employed the following techniques in developing risk evaluations for the facilities where the evaluations have been concluded and will also use the same techniques where the evaluations have not been concluded:

- An examination of the history of past incidents to identify patterns or trends which occurred in each workplace;
- A review of occupational injury and illness logs (SH 900) and incident reports to identify injuries that may have resulted from workplace violence incidents;
- Conducting workplace building security surveys.

IV. Risk Factors Identified In Section III Above:

A review of the activities carried out at Warren County's facilities and by County employees, indicates that threats of violence may be initiated by any of the three types of individuals listed in item II. above. Many of the County's employees work closely with the public in situations at the following locations/worksites:

- Municipal Center which includes the County Clerk, Treasurer, Board of Supervisors, Civil Service, County Court as well as several other County departments.
- Human Services building which contains Social Services, Planning, Building Codes, Self-Insurance, Veterans Affairs as well as other County departments.
- Highway Department
- Buildings and Grounds
- Westmount Nursing Facility
- Countryside Adult Home

- Public Safety building which contains the Sheriff's Department and the correctional facility
- Employment and Training Offices
- Community Services Offices
- Office for the Aging Nutritional sites

Some individual departments, within the County, who have constant contact with the public have their own Workplace Violence plans including DPW, ~~Social Services~~, ~~Health Services~~ and Westmount ~~Nursing~~ Health Facility.

The County has determined that the following are some of the factors or situations in County workplaces that might place employees at risk of physical assault, threatening behavior or verbal abuse.

- Duties that involve the handling or exchange of monies
- Delivery of passengers, goods or services
- Duties that involve mobile workplace assignments (IE health care, probation, social services, building inspection, criminal justice settings.)
- Working alone or in small numbers (IE working late at night, during early morning hours or anytime the workplace is not fully staffed.)
- Duties that involve guarding valuable property or possessions
- Working in community based settings
- Bomb threats
- Working in rural or sparsely populated areas
- Working in a poorly lit environment

V. Workplace Violence Prevention Responsibility:

A. The County has identified the following responsibilities for implementing and maintaining the provisions of the Workplace Violence Prevention Program:

- The County Administrators Office is responsible for implementation of the Plan and for coordinating the delivery of required annual employee workplace violence prevention training and for ensuring that all new employees receive a copy of the Plan and required training.
- The County Administrators Office is also responsible for annual plan review, ensuring that its provisions are implemented and answering all employee questions relative to Workplace Violence Prevention procedures.
- All County employees will attend Workplace Violence Prevention training and review the contents of the plan. Training will be scheduled and announced as necessary. In addition this plan will be available from Department Heads and/or supervisors and will be posted in employee accessible areas.
- The County Administrators Office will periodically review this Workplace Violence Prevention Plan and annual employee training requirements.
- Department Heads will also conduct a formal review of any workplace violence incidents and within 30 days of the occurrence of an incident may recommend enhancements to the

existing Plan and procedures. These formal reviews together with any written report or notice filed by an employee or other person shall be sent to the Warren County Administrator, Human Resources Director and Self Insurance Administrator for their review. Annually, the County Administrator shall conduct a review of all written reports or notices filed during the past year with the County Attorney, Human Resources Director, Self Insurance Administrator, outside consultant, if any, and representatives of the CSEA, PBA and Alliance Unions for purposes of identifying patterns of injuries in particular areas of the workplace or incidents which involves specific operations or individuals, mitigating actions taken, and further, if any, recommendations regarding amendments to the Workplace Violence Prevention Plan, policies of the workplace, work practices and/or work procedures. Any reports/notices that are examined during the course of the annual review shall be redacted of any names or other information that is required to be redacted by laws, rules or regulations concerning matters of confidentiality.

- The Warren County Sheriff's Department or State Police will respond when the incident requires a police investigation based upon the reporting procedures outlined in this policy. The Investigating Officer will provide a preliminary report to the County Administrator within 15 days of the occurrence of a workplace violence incident. The County Administrator will provide a copy of the report to the Department Head, Human Resources Director and Self Insurance Administrator.

B. Injury and Illness Recordkeeping and Reporting Requirements for Workplace Violence Incidents:

Currently, Warren County is required to record and report workplace violence incidents in accordance with New York State Labor Law, Section 27-a (Public Employer Safety and Health Act). 12 NYCRR Part 801 Recording and Reporting Public Employees' Occupational Injuries and Illnesses, specifies conditions for employer recordkeeping and reporting requirements. Specifically, an employer is required to record an employee workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness.

Employers are also required to report employee workplace violence related fatalities and multiple hospitalizations to the Department's Public Employee Safety and Health (PESH) Bureau within 8 hours of the incident.

(Refer to 12 NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements).

C. Employee Communication:

To properly maintain a safe, healthy and secure workplace the County is committed to having an open, two-way communication policy between all employees on all workplace safety, health and security issues. This communication is designed to encourage a continuous flow of safety and health information between management and employees without fear of reprisal and is readily understandable. This communication system will provide and accomplish the following:

- Employee orientation and training on workplace violence prevention and worksite security policies, procedures and work practices.
- Periodic review of the Workplace Violence Prevention Plan and Program with all personnel.
- Training programs designed to address specific aspects of workplace violence prevention and security that are unique to the County.
- Discussion of Workplace Violence Prevention at regularly scheduled safety and health meetings.
- Posted or distributed workplace security information.
- A system for employees to readily inform management about workplace security hazards or threats of violence.
- Procedures for protecting any employee who reports a threat from retaliation by the person making the threat.

D. Preventing Workplace Violence at worksites:

There is no single ingredient that will prevent or reduce violence in the workplace. Preventative measures must be based on a thorough understanding of risk factors associated with the various types of workplace violence that could occur. While understanding the factors that lead to workplace violence are not always evident, sufficient information is available which can reduce the risk. However, strong management commitment, and the day-to-day involvement of department managers, supervisors, employees and labor unions, is required to reduce the risk of workplace violence. To that end, the County will utilize the following measures in developing and maintaining its Workplace Violence Prevention Program:

- ***Foster a supportive harmonious work environment:*** Create a culture of mutual respect to help reduce harassment and hostility in the workplace. Management will strive to communicate openly, give employees adequate control in their work and provide them with support and recognition. Conflict and stress are lower when employees feel empowered to work independently and are motivated to work cooperatively.
- ***Train employees on how to resolve conflicts:*** Conflicts on the job can be reduced by developing employee skills in negotiating, communicating effectively, team building and resolving disputes.
- ***Develop effective policies to protect employees from harassment:*** Strive to build a culture free of harassment and discrimination and advance this goal by having systems in place to address infractions. Warren County will not tolerate physical assault, threatening behavior or verbal abuse. Further, all complaints will be expeditiously and thoroughly investigated. Appropriate action will be taken to those who violate this policy.
- ***Establish procedures for handling grievances:*** Employees will follow grievance procedures for reporting complaints of unfair treatment, discrimination or harassment.
- ***Provide personal counseling through an employee assistance program:*** Employees can use County resources to address personal concerns. If a physical assault, threatening behavior or verbal abuse incident occurs at work, support services can be made available by the County to help employees cope with their fears and concerns.

- ***Implement security programs that protect employees:*** The County has a variety of methods in-place to ensure worker safety. Such methods include: access control to facilities; employee background screening; and, employee safety awareness and training.
- ***Provide employee safety education programs:*** In addition to making workers aware of safety policies and employee support services, the County will provide education on ways to maximize safety at work.
- ***Train supervisory personnel on how to recognize signs of a troubled employee:*** The County will provide periodic information and/or training to managers and supervisors on how to recognize signs and symptoms of a potentially violent employee. Also, supervisory personnel can be instructed on how to be sensitive to signs of possible abuse among employees, such as frequent absences or depression.

E. Reporting Workplace Violence Incidents:

Any employee or representative thereof who believes that a serious violation of the Workplace Violence Prevention Plan and Program has occurred or that an imminent danger exists, should bring such matter to the attention of a Supervisor or Department Head in the form of a written notice. The referral is not required where imminent danger or threat exist to the safety of a specific employee or to the general health of a specific patient and an employee reasonably believes in good faith that reporting to a Supervisor or Department Head would not result in corrective action.

When a workplace violence incident results in a serious injury, emergency responders such as Police, Fire and/or Ambulance personnel will be promptly notified. Workplace violence incidents that include physical violence or the threat thereof the Warren County Sheriff's Department or State Police shall be notified. The County Administrator, Department Head and employee's supervisor will also be immediately notified. Based on the seriousness of the incident, the County Administrator may assemble a Workplace Violence Management Response Team which may include the County Attorney, law enforcement, Employee Assistance Program Coordinator, various Department Managers, representatives from the Employee Safety and Health Committee, Employee Union representatives and other others as deemed necessary. This team will evaluate the details of the violent incident, implement required employee safety measures, coordinate with the victim's family, other employees, the media and law enforcement personnel, and refer victims to appropriate assistance and community service programs that may include crisis counseling. If following a referral of such matter to the employee's supervisor's attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative employees may request an inspection by giving notice to the New York State Commissioner of Labor of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the New York State Commissioner of Labor to the employer or the person in charge no later than the time of inspection, except that on the request of the person giving such notice, such person's name and the names of the individual employees or representative employees shall be withheld. Such inspection shall be made forthwith.

F. County Worksite Security:

The County primarily provides services to County residents and visitors and its worksites must remain accessible to its clients as necessary. Therefore there is no intention to fortify facilities. The County will provide training to all employees as the primary means of reducing workplace violence. The County will utilize barriers, controlled entries, etc. where such are necessary. In addition, the following physical security measures are also employed at the various facilities as appropriate:

- Maintain exterior lighting, especially in areas where employees walk to their cars.
- As needed, prune landscaping to eliminate hiding places near entrances, walkways and parking areas.
- Keep all non-public entrances closed and locked. Post signs (where necessary) indicating public entrances.
- Post emergency numbers for police, fire and medical services.
- Equip vehicles with two way radios as necessary.

The following details the specific risks and control measures for each of the County's facilities:

- **Municipal Center:** *See attached building summary*
- **Human Services Building:** *See attached building summary*
- **Department of Public Works:** Please see the DPW's site specific plan.
- **Westmount Nursing Health Facility:** Please see the facility specific workplace violence plan.
- **Countryside Adult Facility:** *See attached building summary*
- **Public Safety Building:** *See attached building summary*
- **Employment and Training Offices:** *See attached office summary*
- **Community Services Offices:** *See attached office summary*
- **Office for the Aging Nutritional Sites:** *See attached summary*

Summary of Buildings and Office locations

1. Municipal Center

The building houses several County departments including Assigned Counsel, County Attorney, County Auditor, Legislative Board, County Administration, Civil Service, District Attorney, Dept of Motor Vehicles, County Clerk, Health Services, Information Technology, Emergency Services, Probation, Public Defender, Real Property, Tourism, Treasurer, Weights and Measurers, and the Women Infant & Children department. The building also houses the Warren County Court and NYS Supreme Court facilities. There are several entrances to the building, most of which access

is not controlled. The court area is accessible only with key or via a public entrance that is through magnetometers with armed security staff. The wing housing Public Defender, Assigned Counsel, Emergency Services and Probation has limited access via key or entrance with magnetometer and unarmed security personnel. The building is open from 8:00am – 5:00pm on weekdays. Approximately 200 employees work in the building.

The Assigned Counsel Office is located in the “old jail” wing of the building. The office takes applications and makes awards of legal assistance to indigents. Public access is controlled by unarmed security personnel and magnetometer. The primary employee works alone and has constant contact with the public. The employee does not work in the field and does not handle money.

The County Attorneys Office is located in the main area of the building. The office provides legal and administrative services to the County departments. There is no control on public access to the office. There are 6 employees and the office is open from 8:00am-5:00pm. The employees deal with members of the public routinely but do not handle money. If employees need to travel they use their own vehicles and personal cell phones.

The County Auditors Office is located in the main area of the building. The office provides support to other County departments. There is no control on public access to the office. The office has 2 employees that work from 9:00am-5:00pm. No money is handled. The staff have regular exposure to other employees but very little exposure to the public. The employees do not work in the field.

The County Board of Supervisors and County Administrators Offices are located on the 2nd floor. The offices perform legislative and administrative tasks. There are 8 employees located primarily at the office with an additional 20 members of the Board of Supervisors that attend meetings and Board functions. Access to the area is open to the public. The offices are open weekdays from 8:00am-5:00pm. The Board members travel regularly in their own vehicles. Money is not handled at the offices.

The Personnel/ Civil Service Department is located in the main area of the Municipal Center. The office provides support to County departments as well as outside municipalities. There are 2 1/2 employees of the Department and the office is open from 9:00am-5:00pm weekdays. The employees remain at the office and do not work in the field. No money is handled. Contact with the public and other employees is continual.

The District Attorneys Office is located within the courts area of the building. The office provides legal services for the “people”. Access is limited to employees with a key and public access is controlled via the armed security / magnetometer through the courts. There are approximately 16 employees within the Department. The office is open 9:00am – 5:00pm weekdays. However the employees regularly work before and after hours when the building is closed. The employees travel frequently via personal automobile throughout the County. Communication is via cell phone. The employees are regularly exposed to the public in court settings and they have continual interaction with clients involved in trials. Petty cash is the only money handled.

The Department of Motor Vehicles and County Clerks offices are located in the main area of the building. The offices provide motor vehicle registration, title and licensing services. The Clerks

office issues passports, pistol permits and performs various legal recording services. Access is not limited in any way. The approximately 19 employees in the department have continual contact with the public. The offices are open weekdays from approximately 8:00am–5:00pm. Employees are mostly in the vicinity of other employees and do not work in the field. The department handles cash on a regular basis.

The Health Services / Public Health Department is located in the main area of the building. The office provides various clinic services and home nursing services. Access is not limited in any way. The departments 85 employees work both in the field and at the main office. The office is open 8:00am–5:00pm weekdays. However nurses also work on weekends and holidays and some staff is on call 24/7. Employees usually work alone other than the office staff that is in the vicinity of other employees. Nurses perform individual home nursing visits and are issued cell phones to keep in contact with the Department. Clerical staff or clinic nursing staff handle money at clinics. If needed, employees in the field are issued radios that are monitored by the Sheriff's Department.

The Information Technology Department is located in the main area of the building. The office provides technology support to other County departments. Public access is not limited in any way. 2 employees work at the office that is open from 9:00am–5:00pm weekdays. Employees regularly interact with other employees. Employees are sometimes in the field visiting other County departments. Personal cars with personal cell phones are used in the field. Employees do not handle money.

The Office of Emergency Services is located in the "old jail" wing of the building. The office provides administration, clerical, equipment storage and classroom training for various emergency service providers within the County. Public access is controlled by unarmed security personnel and magnetometer. 3 full time employees and 6 part time employees work 8:00am–4:00pm regularly but work 24/7 during emergency operations. The employees travel regularly in County issued vehicles with County radios monitored by the 911 center. No money is handled.

The Probation Department has approximately 15 employees working from a location in the building. Public access is controlled by unarmed security personnel and magnetometer. Employees utilize other entrances via keyed doors. The employees supervise both adult and juveniles and conduct investigations for the courts. The officers are mobile in County issued vehicles with personal cell phones. Employees are regularly exposed to probationers and the public. Monies in form of restitution are collected at this location.

The Public Defender Department is located in the "old jail" wing of the building. The office provides legal representation of indigents. Public access is controlled by unarmed security personnel and magnetometer. 8 employees work from this location but are also mobile in personal vehicles while attending courts throughout the County. Office hours are 8:30am–5:00pm. Frequent contact is made with the public and the legal clients.

The Real Property office is located in the main area of the Municipal Center. The office provides tax map, clerical work, production of assessment rolls, tax rolls and tax bills. The office is easily accessible to the public. The office of 5 is open 8:00am–5:00pm weekdays. Employees remain at the facility and do not typically work in the field. Monies are handled for payments of tax and parcel maps. Employees have constant interaction with the public.

The Tourism Department is located in the main area of the Municipal Center. The office provides tourism promotion. The office is easily accessible to the public. There are 8 employees in the office that is open from 9:00am-5:00pm weekdays. Some employees have occasional field work while at a nearby informational center or at trade shows and conventions. Monies are accepted at the office mostly in the form of checks. Employees travel in County vehicles and communicate with the office via cell phones.

The Treasurer's Office is located in the main area of the Municipal Center. The office provides financial support to the County including tax collection. The office is easily accessible to the public. There are 12 employees in the office that is open from 8:30am-4:30pm weekdays. The employees remain in the office and do not go out into the field to work. Employees have constant interaction with the public. The office handles a large amount of cash. A "panic alarm" exists in the office and a counter is in place where the public enters the office.

The Weights and Measurers Office is located in the main area of the Municipal Center. The office provides inspections to commercial scales and measuring systems throughout the County. The one employee typically works 8:00am-4:00pm and is highly mobile frequently works in the field. The office is open to the public and the employee has constant interaction with the public. The employee travels with a County vehicle and communicates via personal cell phone.

The Women's Infants & Children Department is located in the main area of the Municipal Center. The office conducts clinics and determines eligibility for benefits of women and young children. The office is easily accessible to the public. There are 9 employees that are frequently mobile and in constant contact with the public. Office hours vary and clinics are conducted after the rest of the building closes for business. The employees typically work in teams. The employees travel in a County vehicle and have County cell phones for communication purposes.

2. Human Services Building

The building houses several County departments, the largest of which is the Social Services Department. Other departments include Building Codes, Board of Elections, Information Technology, Office for the Aging, Planning, Probation, Self-Insurance, and Veterans Administration. There is one primary entrance for the public that is monitored by unarmed security officers. All public visitors must enter through the magnetometer. There are several other locked entrances that are accessed by employees with a fob. The building is open to the public from 8:00am-5:00pm weekdays. Approximately 175 employees work in the building.

The Building Codes Department issues building permits, enforces building codes, performs fire safety and building inspections. The office is open to the public after entry via the security area. There are 8 employees, which regularly interact with the public at locations around the County. The department has several County vehicles some of which are equipped with radios monitored by the office staff. Others communicate with the office via personal cell phones. Cash is received at the office for permit and inspection fees and deposited weekly.

The Board of Elections Department registers voters and conducts elections. The office is open to the public after entry via the security area. There are 4 full time employees and numerous part time employees. Employees interact with the public on a daily basis and do not handle money. Employees primarily perform work within the building but during voting season attend

to the many polling locations throughout the County. Employees travel in personal vehicles and communicate via personal cell phones.

The Information Technology department supports the various County departments. The office of 5 employees interacts mostly with other County employees. The office is locked at all times and entrance is via a fob. Employees usually work alone and if traveling they communicate with the office via personal cell phone.

The Office for the Aging Department is located in the building. Access is limited by a remote controlled door locking device. The 9 employees located at this office regularly interact with the public while performing support services for the aging population. Employees work both alone and in teams. Very little cash is handled in the office. The reception area and interview rooms are equipped with call buttons.

The Planning Department performs community planning and GIS services. The office is open to the public after entry via the security area. The 4 employees are mobile performing community planning work. The department has a County issued vehicle that is equipped with a County issued cell phone. The department handles very little cash.

~~The Probation Department has a few employees working from a location in the building that is accessed via fob by employees of that area only. The employees supervise both adult and juveniles and conduct investigations for the courts. The officers are mobile in County issued vehicles with personal cell phones. Employees are regularly exposed to probationers and the public. Monies in form of restitution are collected at another location.~~

The Social Services Department performs eligibility determinations for social services benefits. The 130 employees work typically 8:00am-5:00pm. However some employees are on call 24/7 and work in the building when the building is closed to the public. Approximately 50 employees work at least part of their day in the field. They utilize County vehicles for travel and use cell phones to communicate with the office. Most employees work alone, but they do occasionally work in teams. Employees handle money of various amounts each day. Employees have face to face contact with clients on the premises and in client homes. Interview rooms are utilized for most client interviews. The interview rooms consist of glass barriers and counters separating the client from the employee.

The Self-Insurance Department performs services for Towns and County departments in the form of workers' compensation administration and safety training. The departments 3 employees are located in an area accessible via fob. The office is open 7:00am-5:00pm weekdays. Public contact is minimal. However, there is frequent contact with injured workers. Employees that travel utilize personal vehicles with personal cell phones. No money is handled at the department.

The Veterans Services Department performs administration of veteran benefits and transportation to medical visits. The office is open to the public after entry via the security area. Public interaction is frequent. Van drivers work alone and utilize County vehicles and communicate with the office via cell phone. No money is handled at the office.

3. Countryside Adult Facility

The facility is an adult care home and a nutritional meal site for the Office for the Aging. There are three entrances to the building. The entrances are locked from 11:00pm–6:00am. The Cornell Cooperative Extension building is nearby on the same property.

The facility is an adult home and also has an adult day care program. In addition the Office for the Aging Nutritional meal site is located at the same facility. Countryside Employee responsibilities include maintenance, cleaning, cooking, food services, resident aid, resident transportation and facility administration. Office for the Aging employees prepare and serve meals to the elderly public that visit the site.

The facility is in operation 24 hours a day every day of the year. The 31 employees typically work onsite. However, some employees travel with residents to doctors visits, activities and meetings. The employees usually work alone. The department has several County vehicles equipped with facility issued cell phones. Petty cash and residents personal allowance cash is kept onsite. The 2 Office for the Aging employees interact with the public that visit the meal site for lunch each day. The meal site employees collect cash daily and deposit at days end. Policies are in place and employees have been trained to deal with difficult individuals.

4. Public Safety Building

The building consists of the Administrative Office for the Warren County Sheriff's Department, the 911 Communications Offices, and the County jail. Also on site is a maintenance facility. Additionally the Police department has 2 substations, one in Chestertown and one in Warrensburg. Public access is limited to the lobby area of the Administrative Offices. Approximately 170 employees work the department in the various locations. Services performed include typical municipal police work, patrol, investigations and public safety functions. Employees are highly mobile in department vehicles equipped with radios monitored by the 911 center. Employees work both alone and in teams. Employees constantly interact with the public. All of the departments divisions are accredited and as such have many policies and training in place.

5. Employment and Training Office

The facility is shared with the NYS Department of Labor. There is one entrance which is utilized by the public and employees and one dedicated employee entrance. There are multiple other retail buildings in the area and several retail and office locations connected to the office.

The department responsibilities include continual interaction with customers to perform assessments, review resumes, review career goals, provide counseling and job search services. Customers are often at difficult places in their lives having recently lost a job or are angry over some recent event that caused them to need the services of the department.

The Employment and Training department has 7 County employees that share offices with 12 State employees. Typical work hours are 8:00am–5:00pm. Employees are occasionally mobile to attend meetings and review worksites. Vehicles are not equipped with radios. However employees usually have personal cell phones. Petty cash is the only money kept on site. Policies are in place and employees have been trained to deal with difficult individuals.

6. Community Services Office

The facility is shared with a non-County mental health services organization. There are multiple entrances that are unlocked during business hours. The office is located within city limits in a residential/small business neighborhood. The non-County offices in the building regularly have seriously mentally ill clients that come in contact with the County office area.

Staff coordinates treatment, court orders, administers programs and process housing referrals for seriously mentally ill clients. However, the employees rarely interact with face to face with their own clients. The departments 5 employees are typically office workers but also travel to various locations via personal automobile with personal cell phones. Typical work hours are 8:30am-4:30pm. Employees typically work alone. Petty cash is the only money kept on site. Policies are in place and employees have been trained to deal with difficult individuals.

7. Office for the Aging Nutritional Sites

Employees at the various Nutritional Sites prepare noontime meals and distribute them to the areas aging population either via onsite gathering or via volunteer drivers. Employees generally do not work in the field and work in teams in the kitchen areas. However, since each site is open to the public the employees have daily interaction with the public. Each site accepts a limited amount of cash as payment for meals. Typical work hours for the Nutritional sites are 7:00am-1:00pm. Below are summaries of the various nutritional sites.

Bolton Landing: The nutritional site is located in the Church of the Saint Sacrament. There are church activities in the building as well as the nutritional site. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Cedars: the nutritional site is located in the Cedars Senior Living Apartments in Queensbury. There are many other activities in the building. The site is not fenced and public access is not controlled. There are 7 employees.

Chestertown: the nutritional site is located in the Chestertown Municipal Center. There are other offices and municipal government operations in the building. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Glens Falls: the nutritional site is located in the First Presbyterian Church in Glens Falls. There are other church events conducted at the same location. The site is not fenced and public access is not controlled in any way. Meals are not prepared at this location but are distributed here. 1 employee works at this location.

Indian Lake: the nutritional site is located at the Indian Lake Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Johnsburg: the nutritional site is located at the Johnsburg Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Luzerne: the nutritional site is located at the Lake Luzerne Town Office building. There are other events and government offices located at the site. The site is not fenced and public access is not controlled in any way. There is 1 employee.

Lake Pleasant: the nutritional site is located at the Lake Pleasant Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There is 1 employee.

Long Lake: the nutritional site is located at the Long Lake Town Hall. There are other events and municipal offices at the site. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Queensbury: the nutritional site is located at Solomon Heights Senior Apartments. There are many other activities in the building. The site is not fenced and public access is not controlled. Meals are not prepared at this location but are distributed here. There is 1 employee.

Wells: the nutritional site is located at the Wells Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.